

Management System Owner Checklist

Primary Activity/Tasks	Status	Notes
Receipt of Appointment Package		
• Review all materials provided		
• Designate Management System (MS) Point-of-Contact (POC)		
• Identify questions regarding expectations		
• Identify candidates for MS Development Team		
• Provide candidates to Jeff Roberts by July 15, 2005		
• Review requirements mapped to MS		
Video Conference with OneSC Program Manager/ Integrated Project Team (IPT)		
• Participate in video with MS Development Team		
• Ask questions regarding materials provided/expectations		
After Video Conference		
• Schedule follow-up teleconference with IPT		
• Ask additional questions/obtain further clarification		
• Final Review of materials for MS Development Session		
• Meet with facilitator to plan MS Development Session		
MS Development Session		
• Review, accept or decline requirements		
• Identify Subject Matter Expert (SME) for each requirement/complete matrix		
• Determine scope of MS		
• Identify initial subject areas for reengineering		
• Draft Management System Description (MSD) according to instructions/template (90% complete)		
• Develop action plan/schedule to complete reengineering of subject areas		
• Complete MSD follow-up actions/MSD		
Subject Area (SA) Reengineering (for each SA)		
• In conjunction with facilitator, schedule Subject Area reengineering session		
• Complete Notice of Intent		
• Solicit reengineering team members		
• Select reengineering team		
• Provide recommended reengineering team member list to Jeff Roberts		
• Revise team composition as necessary		
• Identify/prepare background materials for reengineering team		
• Prepare straw documents for use by team		
• Distribute reengineering package to team members at		

least one week before session		
• Meet with facilitator to plan reengineering sessions		
• Conduct reengineering session		
• Finalize draft subject area documents		
• Provide draft documents to Office of Science Management System (SCMS) Operations Center to circulate for comment via web tool		
• Review comments and modify documents as required		
• Provide feedback to originator of each comment		
• Finalize Subject Area documents		
• Provide documents to SCMS Operations Center for technical review		
• Modify documents as necessary to adhere to technical standards		
• Prepare subject area implementation plan		
Obtain Approval of MS		
• Prepare MS approval package incorporating reengineering results		
• Prepare/schedule presentation to Management Council		
• Modify documents as appropriate		
• Upon approval provide documents to SCMS Operations Center for posting/notification		
Implement MS/Subject Areas		
• Complete actions identified in implementation plan		
• Review and address comments from users		
• Monitor requirements for impact		
• Modify documents as appropriate		
• Assign necessary roles; provide to SCMS Operations Center		
Maintain MS/Subject Areas		
• Monitor adherence to procedures		
• Modify documents as needed		
• Review documents every 3 years to ensure accuracy		